

**Tempe Fire Department Policies and Procedures**  
**Fire Inspector I/II**  
**410.02K**  
**Rev 11-1-95**

**Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of technical inspections of public, commercial, industrial, residential and other buildings and premises to secure compliance with the City's fire prevention codes and regulations; to investigate complaints and violations and recommend corrective action; to conduct investigations of fires and hazardous material(s) releases; and to develop fire safety codes, regulations and educational programs.

*Distinguishing Characteristics:*

**Fire Inspector I** - This is the entry level class in the Fire Inspector series. This class is distinguished from the Fire Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine inspections of buildings and property for fire hazards and compliance with fire prevention laws and standards, and assisting in the investigation of fires and hazardous material releases. Since this class is typically used as a training class, employees may have only limited directly related work experience.

**Fire Inspector II** - This is the full journey level class within the Fire Inspector series. Employees within this class are distinguished from the Fire Inspector I by the performance of the full range of duties as assigned including conducting fire cause and origin investigations, serving as the department's Public Information Officer, classifying occupancies which use hazardous materials, and conducting the more complex occupancy inspections for full code compliance. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating policies and procedures of the work unit. Positions in this class are flexibly staffed, and are filled by advancement from the I level. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

*Supervision Received and Exercised:*

**Fire Inspector I**

Receives general supervision from the Fire Marshal and may receive functional and technical supervision from a Fire Inspector II.

**Fire Inspector II**

Receives direction from the Fire Marshal.

Exercises functional and technical supervision over the Fire Inspector I.

**Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Conduct complex, technical inspections of buildings and property to ensure compliance with fire prevention laws and standards.
- Meet with developers, architects, contractors and various City departments to provide code interpretation for proposed development projects.
- Review documents related to new construction or tenant improvements for compliance with fire and building codes.
- Conducts inspection and acceptance tests for efficiency of fire protection equipment, automatic fire extinguishing systems, fire alarm systems and associated devices.
- Conduct inspections of facilities using hazardous materials to ensure compliance with local, state and federal regulations pertaining to storage, use and disposal of those materials.
- Provide technical advice to contractors, architects, engineers and developers on sprinkler systems, high-piled storage, hazardous materials and related fire code issues.
- Conduct inspections of aboveground or underground storage tank facilities for both new installations and facility closure; provide detailed reports of all facility closures.
- Respond to fires, explosions, and hazardous material releases on an on-call basis to conduct investigations of these incidents.
- Photographs fire scenes, collect evidence and prepare detailed reports for presentation in court.
- Depose or testify in criminal and civil litigation relative to investigations.

- Issue criminal complaints (citations) for fire code violations.
- Assist law enforcement agencies, City and County Prosecutor's Offices and the Attorney General's Office with case preparation.
- Serve as the Department's Public Information Officer; provide information to radio, print and video media on fire, medical and public safety issues or events.
- Review material safety data sheets and contingency plans for facilities using hazardous materials and assign corresponding occupancy classification.
- Coordinate fire company inspections within an assigned fire management district, serve as a liaison to fire captains for the management of inspection activities with the district.
- Conduct training classes in fire prevention; fire investigation and arson prevention for department members, schools, civic groups, and the general public.

#### Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

##### **Fire Inspector I**

Two years of experience in fire prevention and inspection work, including a working knowledge of building construction, materials, codes and usage laws relating to fire prevention and investigation.

##### **Fire Inspector II**

A minimum of two years of increasingly responsible experience performing fire inspection duties comparable to a Fire Inspector I in Tempe, including comprehensive knowledge of building construction, materials, codes and usage laws relating to fire prevention and investigation.

#### **Training:**

Effective November 1995 CITY OF TEMPE Fire Inspector I/II (continued)

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science, fire prevention, fire investigation, architecture or construction. An AA Degree in a related field is preferred.

#### **Licenses/Certifications:**

##### **Fire Inspector I**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

##### **Fire Inspector II**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of an appropriate I.C.B.O. and a U.F.C. certification.